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KATA ALUAN

KETUA SIDANG PENGARANG

Assalamualaikum warahmatullahi wabarakatuh dan Salam Sejahtera

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Majalah Jendela kali ini kita bawakan dengan lebih santai diisi paparan dua artikel yang menarik daripada ahli profesional dalam bidang sains maklumat.

Diharapkan pembaca terutama warga Perpustakaan USM dapat membina sedikit demi sedikit pengetahuan baru kali ini.

Akhir kata, Selamat membaca.

Layari: <http://jendelausmlibrary.blogspot.my>





TEMUBUAL BERSAMA KETUA PUSTAKAWAN

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Tarikh: 8 Mac 2017 (Rabu)

Masa: 11.30 pagi

Tempat: Bilik Ketua Pustakawan, PHS

Boleh Encik Ali ceritakan tentang perihal peribadi diri dan juga keluarga?

Saya dilahirkan pada 20 Februari 1959 di Gopeng, Perak. Saya merupakan anak ketiga daripada 9 orang adik beradik, 4 lelaki dan 5 perempuan. Bapa bekerja sebagai buruh lombong bijih timah di kawasan Kinta, dan ibu pula seorang suri rumah sepenuh masa.

Ayah saya Abd Rahim bin Buyong berasal dari Perak, manakala Ibu saya Sariyah bt Yaakub berasal dari Aceh Street, Pulau Pinang, berdekatan kawasan Masjid Melayu. Keluarga kami berasal dari kelompok Rawa, dan kawasan kediaman di situ memang terkenal sebagai kawasan penjualan kitab-kitab agama.

Boleh Encik Ali ceritakan pula kenangan semasa zaman kanak-kanak?

Saya orang kampung, dan kebiasaan orang kampung zaman dahulu di sekitar tahun 60-an, zaman kanak-kanak kita lazimnya bermain dan berlari satu, tangkap ikan dan sebagainya. Lanya suatu kenangan yang seronok dan gembira jika ingin dibandingkan dengan zaman kanak-kanak sekarang. Kita ni jenis yang tahan lasak dan tidak tahu erti takut ketika itu hingga berani bermain dalam semak samun.

Saya dididik oleh seorang ibu yang lemah lembut dan penuh kasih sayang, tapi bapa pula amat tegas. Saya banyak dipengaruhi oleh sikap bapa yang tegas. Kalau saya ingat kembali, zaman kanak-kanak saya ketika itu, bila dengar sahaja nama ayah saya, semua kanak-kanak takut dan lari, namun begitu beliau juga disegani oleh penduduk kampung.

Saya biasa kena pukul dengan ayah jika buat salah, ibu pula akan diam sahaja dan tidak masuk campur. Dulu kita tertanya-tanya sebab selalu kena pukul, tapi sekarang kita rasa rindu balik, saya rindu tentang

didikan ayah. Kita rasa sakit apabila dipukul tetapi sakit itu rupanya mengajar kita dan membentuk diri kita sekarang.

Apakah kenangan yang masih diingati semasa belajar di Universiti?

Saya mendaftar di UKM pada tahun 1979 di Bangi dalam jurusan Sains dan semasa tahun pertama masih tidak tahu ingin ambil subjek pengkhususan apa, tetapi bila lihat saudara-mara pernah mengambil jurusan Geologi dan saya pada masa itu berminat juga dengan Geografi, maka saya ceburi bidang Geologi. Bila mengambil subjek berkenaan Geologi, saya rasa seronok kerana ia menyentuh topik alam, bukit, batu dan sebagainya. Lanya suatu subjek yang amat menyeronokkan, contohnya kaji batu, boleh lihat mineral yang ada di dalamnya, granite, kemudian buat t-section dan lihat melalui mikroskop, masyaAllah memang cantik ciptaan-Nya.

Langkawi sebelum membangun lagi saya dah pergi ke pulau itu. Ketika itu sekitar tahun 1981, 1982 hampir kesemua pulau saya dan rakan pergi, Pulau Dayang Bunting, Gunung Mat Sentul, Mat Chincang melihat formasi batu yang paling tua.

Sebentar tadi Encik Ali sudah menceritakan tentang Universiti, sekarang boleh ceritakan tentang perkahwinan pula?

Di Universiti ramai orang, tetapi orang tidak percaya saya ni tiada kawan perempuan. Saya ni jenis yang kurang berani tegur perempuan, mungkin saya banyak fikirkan keluarga di samping didikan agama yang kuat juga. Sudahnya balik ke kampung dan bertemu jodoh dengan isteri. Isteri saya sekarang ini dari kalangan saudara juga (dua pupu). Dia berasal dari kampung dan meniaga kedai runcit, sehinggakan sekarang pun masih meniaga, itu memang kecekapan dan kekuatan beliau. Alhamdulillah kami berkahwin pada tahun 80an dan kini kami dikurniakan 4 orang anak.

Apakah kegemaran Encik Ali di masa lapang?

Saya ini orang kampung jadi saya lebih suka bela ayam kampung, ayam laga dan ada tanah sedikit di rumah saya tanam serai dan buat batas tanam kangkung. Saya memang jenis tidak boleh duduk diam, mesti cari kerja

yang berpeluh sebab sejak kecil saya berbakti kepada tanah. Namun bila berpindah keluar dari kampung, jarang dapat buat semua itu sebab tuntutan kerjaya. Tetapi sekarang ni bila hampir bersara saya minat untuk sambung balik, bukan apa, sahaja berseronok adanya tanah untuk bercucuk tanam.

Boleh ceritakan tentang kerjaya Encik Ali sebelum menyertai USM?

Selepas tamat pengajian di Universiti, tiada peluang kerja ketika itu. Saya pernah menjadi guru sandaran dan mengajar di Yayasan Sofa, Ipoh. Sekitar tahun 1986, saya menyambung pengajian (Postgraduate) dalam bidang Sains Perpustakaan, kemudian menjalani latihan praktikal di Perpustakaan Negara. Apabila tamat pengajian pun masih lagi tidak selesai masalah kegawatan ekonomi pada masa itu. Justeru pada tahun 1987 saya mengambil Skim Kerja Siswazah (SKS), oleh kerana saya mempunyai latar belakang Perpustakaan, jadi saya diserap masuk bekerja ke di Perpustakaan Negara, Segambut. Saya ditugaskan bekerja di bahagian penyerahan bahan-bahan koleksi negara, untuk pemberian nombor ISBN di gudang Segambut. Sekitar tahun 1987-1988 saya ditukarkan pula ke Tingkat 21, PWTC (Kementerian Pelancongan) untuk membangunkan perpustakaan baharu di situ. Boleh bayangkanlah ketika itu menginap di Kuala Lumpur dengan gaji yang kecil, tambahan pula telah berkahwin jadi setiap minggu saya akan pulang ke kampung di Perak.

Kemudian daripada itu, saya bertukar kerja ke Perpustakaan Awam Perak pula. Di situ terdapat seorang Ketua Pustakawan, dan seorang lagi pegawai lepasan diploma. Oleh kerana saya mempunyai ijazah, maka saya jadi orang nombor dua justeru urusan-urusan di cawangan hampir seluruh Negeri Perak berada dibawah tanggungjawab saya.

Pada tahun 1990, saya diterima bekerja di USM, tetapi di cawangan Kampus Ipoh sebelum berpindah ke Kampus Tronoh. Dalam masa yang sama saya juga telah aktif sebagai fasilitator bersama Biro Tatanegara, jadi saya minta kebenaran Naib Canselor USM untuk meneruskan minat tersebut. Sebagai fasilitator Biro Tatanegara, saya berjalan ke merata tempat sekitar negara.

Bagaimana perjalanan karier Encik Ali di USM daripada awal sehingga menjadi Ketua Pustakawan?

Pada masa itu dapat kerja pun Alhamdulillah, masa

itu saya ditugaskan di Bahagian Sirkulasi dan kebetulan system Perpustakaan bertukar ke sistem Dolbis justeru ianya suatu cabaran yang amat besar. Pelanggan Perpustakaan di kalangan pensyarah agak susah untuk menarik minat mereka menggunakan Perpustakaan. Tambahan pula pinjaman dilakukan secara manual, jadi banyak bahan tidak dipulangkan. Saya keluarkan memo memaklumkan Perpustakaan akan menggunakan sistem baharu, jadi kita perlukan buku-buku tersebut untuk diinput ke dalam sistem. Dahulu tiada denda, kalau lewat mereka lebih rela simpan. Saya bincang dengan Ketua Pustakawan ketika itu untuk mengenakan denda RM6.00 sahaja, pada masa itu barulah ramai yang pulangkan buku dan bahan media. Pada masa itu kita ambil pendekatan memudahkan. Jika kita terlalu terikat dengan polisi, kita tidak akan berani untuk berubah. Alhamdulillah kita berjaya bertukar kepada Sistem Dolbis.

Pada tahun 1991 saya bergerak ke Bahagian Pentadbiran, Ketua Pustakawan menghantar saya berkursus Manual Prosedur Kerja, AKPK dan Fail Meja. Balik kursus saya laksanakan di Induk, staf memberikan kerjasama baik. Ketika UTP masuk ke Tronoh, mereka ingin masuk ke Perpustakaan Cawangan USM di sana, jadi saya cadangkan dan buat kertas kerja untuk kita kenakan yuran kepada mereka dalam RM50.00 setiap pelajar. Justeru banyak juga kita jana kewangan di situ.

Ada falsafah tertentu yang Encik Ali pegang semasa menjadi Ketua Pustakawan?

Bagi saya kepimpinan ini berdasarkan Syura tetapi kadang-kadang orang tidak perasan, kecuali jika ada sesuatu yang tidak boleh capai kata putus. Kepimpinan itu bagi saya, kita bukanlah kepimpinan berbentuk politik. Politik perlu pengikut, saya tidak perlu pengikut sebegitu. Tiada istilah orang Encik Ali kerana saya tidak perlukan orang, tetapi saya perlukan kumpulan (team) yang boleh buat kerja secara bersama. Saya sukakan orang yang memikirkan tentang inovasi dan ada idea. Kerana dahulu pun saya banyak terlibat dengan inovasi contohnya di Kampus Kejuruteraan kita melantik pelajar untuk bantu menyusun buku dengan memberikan mereka beberapa kelebihan seperti lebih pinjaman buku. Sebarang inovasi kita buatlah yang dapat membantu menyelesaikan masalah. Tapi kita jangan pula lupa kita ada ketua di atas, jadi apabila ketua beri persetujuan barulah kita jalankan.

Apakah cabaran paling besar yang dihadapi sebagai Ketua Pustakawan?

Contoh cabaran inovasi yang paling besar apabila ingin bertukar ke sistem Koha walaupun sebenarnya saya hanya melaksanakan hasil keputusan daripada Mesyuarat Jawatankuasa Perpustakaan pada masa itu yang dipengerusikan oleh Prof. Asma selaku Pengerusi JP. Memang banyak halangan yang kita hadapi ketika itu padahal Koha bukanlah sesuatu yang baru di luar sana, sebagai contoh ianya telah berjalan di banyak Perpustakaan di Thailand, India dan sebagainya. Sebagai Ketua Jabatan, saya kena berani membuat keputusan, jika berjaya maka berjayalah dan jika gagal maka gagallah. Tetapi Alhamdulillah ramai juga rakan-rakan yang menyokong. Perkara ni sepatutnya di bawa ke peringkat lebih tinggi. Perkara ini besar, kita boleh berjimat sehingga berjuta ringgit. Alhamdulillah kita berjaya menggunakannya sehingga sekarang. Tetapi biasalah sistem secanggih mana pun pasti ada kekurangannya. Tetapi hakikatnya banyak perpustakaan di Malaysia melihat kajayaan USM dan mula belajar untuk mengaplikasikan di tempat mereka.

Koleksi Perpustakaan Negara juga kita telah pulangkan. Mungkin ramai yang kata sayang, tetapi bagi saya ia bukannya isu sayang kerana ia mengambil ruang yang banyak di Perpustakaan kita. Tambahan pula koleksi berkenaan boleh sahaja kita dapati di merata tempat bahkan melalui Pinjaman Antara Perpustakaan. Walau pun usaha itu pernah dibuat pada 2002 tetapi tidak berjaya sehinggalah sekarang.

Apakah harapan Encik Ali terhadap Perpustakaan?

Saya sentiasa mendoakan keselamatan dan kesejahteraan kepada Perpustakaan. Dan jika boleh kepimpinan Perpustakaan ini kekal berada di tangan Pustakawan juga. Yang penting Pustakawan juga perlu memposisikan dirinya, kena banyak membaca untuk mengetahui isu semasa bidang ini dan melihat cabaran masa hadapan untuk ditangani. Saya memang seringkali ditanya tentang bentuk Perpustakaan masa hadapan di dalam interbiu kenaikan pangkat, saya katakan kita Perpustakaan Hybrid. Ini kerana koleksi kita bermula secara fizikal sekian lama, cuma kini ianya berubah ke bentuk digital.

Saya juga ingin menasihatkan staf supaya bersatu, janganlah buat sesuatu yang boleh memecahkan keharmonian sedia ada. Yang penting hati, niat ikhlas. Jika ada yang tidak berpuas hati, berjumpa dan berbincang. Jika tidak, kesannya jatuh kepada kita juga akhirnya. Kita juga kena ingat bahawa dunia kita bukan

sahaja dunia di sini tetapi juga dunia di sana yang lebih penting.

Selain itu, Perpustakaan juga perlu lihat dan teroka perkhidmatan-perkhidmatan baharu, sebagai contoh untuk jana duit, kita tingkatkan jumlah pinjaman buku. Buat apa kita simpan buku banyak-banyak jika tiada yang meminjam. Jika kita beri lebih banyak pinjaman, kita tidak rugi pun bahkan membantu tingkatkan statistik pinjaman, duit denda pun akan meningkat. Tapi itulah masalahnya, kita tidak berani untuk berubah, masih terikat dengan kepompong lama dan tidak berani buat keputusan yang lain daripada yang lain. Dengan cara itu orang akan mula melihat kita. Saya rasa apa yang kita buat telah membuka mata perpustakaan lain, ini yang kita mahu lihat. Jadi konsep berubah mesti ada, barulah pihak pengurusan tertinggi Universiti sedar tentang keberadaan kita.

Boleh ceritakan perancangan selepas bersara?

Sekarang ini saya freelance, boleh pergi ke mana-mana. Lagi satu, saya minat bertani untuk mengisi masa. Saya orang kampung jadi kena balik kampung juga, memang ada kebun di kampung. Bukannya apa, saya seronok bertanam dan ada orang datang tengok. Di kebun saya itu saya tanam macam-macam seperti petai, durian belanda, manggis, asam gelugor dan jenis yang tidak bermusim. Jadi secara tidak langsung saya terpaksa pergi selalu untuk lihat kebun. Selain itu, ada juga perancangan untuk buat homestay di kampung.

Soalan terakhir saya, jika diandaikan Encik Ali tidak menjadi Pustakawan, apakah pekerjaan yang akan diceburi?

Jika saya tidak jadi Pustakawan, saya masih lagi jadi manusia. Sebenarnya samasa saya telah mendaftar di USM, saya mendapat tawaran jawatan lain sebagai Ahli Kaji Bumi, suatu bidang yang memang saya minati. Tetapi bila difikirkan semula, saya telah menetap di Ipoh dan jika saya terima tawaran Ahli Kaji Bumi, mungkin saya ditempatkan di mana-mana sekitar Malaysia. Tambahan pula, saya telah tinggalkan bidang Geologi hampir 6 tahun, jadi saya tidak terima tawaran berkenaan. Bagus juga, kerana akhirnya ia membuka peluang kepada rakan saya juga untuk mengisi jawatan itu. Jadi begitulah, jika diandaikan saya tidak menjadi Pustakawan, memang saya akan ceburi bidang pekerjaan berkaitan Geologi.



SIRI ARTIKEL ILMIAH

COLLECTION DEVELOPMENT POLICY IN ACADEMIC LIBRARY

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Abstract

This paper aims to discuss on the collection development policy and its implementation that focused in academic library. The implementation will arises some issues and challenges. Academic library confronted the issue of budget and library is now moving towards e-book. The paper offers insights into how to overcome the issues and challenges faced. It describes the area in which collection development policy can be used to fulfill the critical roles of supporting the library's mission to provide excellent resources, services and facilities in academic library.

Keywords – Collection development; collection development policy; academic library

Introduction

A library benefits come from the collections that it hold. Without library collections, users may be reluctant to come to the library and utilized the services offered. Therefore, a library collection should be viewed as an investment and should be looked at from benefit perspectives. However, libraries of all types have experienced a continuing tension between demand and value and much of the literature on selection has focused on this tension between what users want and what librarians believe is good for them (Johnson, 2009). Evans (2000) define collection development as the process of making certain the library meets the information needs of its service population in a timely and economical manner, using information resources produced both inside and outside of the organization.

A policy statement is a form of framework and a set of parameters within which staff and users work. It serves many functions beyond being merely a tool for selection of materials. Adekanmbi (2007) stressed that a good collection development activities are based from their policy. Thus, libraries recognized that the collection development policy play an integral role in collection development activities (Pickett et al., 2011).

The collection development policies are closely linked to printed materials. However, looking

at this ICT era, electronic resources are becoming increasingly important to libraries of all types and sizes, whereby these resources consuming an ever-increasing share of library budgets. According to International Federation of Library Associations and Institutions (2001), library selection decisions that focused on electronic resources should be developed with a clear collection development policy. This might be a separate policy or an integrated one. As highlighted by Kebede (2000), both printed and electronic resources should have a written or revised collection development policy. Moreover, some libraries will be founded to retain their national/ traditional resources mission and remain relatively unchanged in continuing to focus on the acquisition of comprehensive collections.

Collection Development Policy

A collection development policy can be defined as a formal written statement of the principles guiding a library's selection of books and other materials, including the criteria used in selection, de-selection, and acceptance of gifts. It may also address intellectual freedom, future goals, and special areas of attention (Johnson, 2009). The policy will guide library staff in completing their task regarding the collections that they gain for their library because it provides details procedure on certain collection development.

Specifically, the staff consults the collection development policy when considering which subject areas to augment and determining how much emphasis to give for each area (Evans, 2000). Some libraries call it an acquisition policy, some a selection policy, some a collection development policy and others simply a statement. Whatever the local label, the intent is the same, that is, to define the library's goals for its collections and to help staff members select and acquire the most appropriate materials. As highlighted by Gregory (2011), with the collection development policy, it may serve

as blueprints for the operations of a library. Furthermore, by implementing the policy, it will assist the tasks of acquiring, organizing and managing library materials.

The Implementation of Collection Development Policy

Into the 1900s, most selection in academic libraries was handled by faculty members. However, by the late 1970s, faculty often collaborating with librarians in selecting the library's materials but the main aim is still the same that is to meet the needs and interests of specific faculty members to maintain a unified collection to meet both current and future institutional priorities (Johnson, 2009). Library staff will work together in developing the library collections. In addition, staff may be divided into groups that focus on different faculty. By doing so, library may ensure that faculties within the university were given an equal service. Each staff will be particularly concerned on the faculty needs and the materials required can be best acquired with a good communication between the library and the faculty. The staff will accomplish their task appropriately by following the certain procedures produced by the library in supplementary to the library's collection development policy.

Librarians do not simply acquire materials suggested by the faculty and other users. They have to evaluate the available resources, sources, comparing them to the research and teaching interests of their users. Therefore, in order for the librarians to acquire and purchase any items on demand, they should consider the budget given to them to ensure the cost-effectiveness between the printed materials, AV materials and the electronic resources.

Academic library contains many types of information sources ranging from books, periodicals, technical reports, standards, patents, microfiche/film and audio/video to the whole array of computerized information sources and services. The electronic resources are mainly made up of CD-ROM, e-journals, online databases as well as the Internet-accessed information sources. Burnette (2008) stressed that over the past fifteen years, advances in

information technology and changes in the publishing industry have transformed the tasks of gaining library collections and the work performed in the collection development departments. In acquiring the electronic resources, staff has to collaborate routinely throughout the library with staff in administration, reference, public services and information technology regarding such issues as business terms, trial access, pending license agreements, access parameters and renewal terms.

Impact of the Collection Development Policy

By implementing the collection development policy, library users may know the collection development concept especially in acquiring the library collections. They will be aware on the rational why some material should be purchased while other is rejected. Faculty members and the management of the academic institution have often demanded that the library purchase items which serve the needs of only one or two users and in fact sometimes expect such material to be housed in their own offices permanently. However, with the policy, librarians have the authority to stand on and provide the users with the coherent reasons why there are this and that in the library acquisition.

Moreover, the policy may satisfy users by acquiring various formats of information. Special focus in the policy statement on how printed materials, AV media and electronic resources should be incorporated into the overall collection development policy of an academic library setting may give advantage to the end users whereby with this policy users may have a variety of formats of information to be refer to.

Issues and challenges

In implementing the collection development policy, the library confronted with several issues and challenges. They are discussed as the following:

i. Budgets

This is a major issue that arises in every academic library where available budgets

have to be spent with more circumspection and care. In developing the collections, materials is acquired where possible in the most appropriate format as indicated by reasons of economy as well as other factors like the user needs and preferences, durability, ease of use, frequency of use and the relevance to the subject. Therefore, when it comes to this issue, librarians have to be wise in order to avoid mismatch between the materials users are given and what they actually need.

ii. *Move towards e-book*

Library is now focusing in moving towards e-book. One of the reason highlighted is e-book is cheaper than book when library purchase them in package. The other reason is with e-book, library can identify how many users are accessing to the material every day. Compare with book, library cannot identify how many users are accessing to the book unless the book is borrowed by the users. Thus, this initiative taken by the library will become a challenge for librarians in order to learn to strike a balance between collecting and providing access to printed and electronic resources.

Recommendations

There are some recommendations to the issues and challenges confronted by library in the implementation of their collection development policy. They are described in details as the following:

i. *Budgets*

To avoid this issue, library should match the funds with the needs, setting limits on spending and monitoring their expenditures. According to Curran and Miller (2005), good budget management skills are critical for the librarians. It is because library budgets are often quite complex. The way in which books are purchased is very different from the way periodicals are purchased or electronic

products are licensed. Thus, it is important for the librarians to understand the budget well enough to be able to explain or discuss it with external constituencies (faculty, tax-paying citizens, parent organizations administrators, etc.)

ii. *Move towards e-book*

Library should consider the disadvantages of the e-book. McLuckie (2005) in his study on e-book found that there is a study on the usability of e-book for college students done by a researcher revealed that the performance of students who had made use of handheld e-books as opposed to the printed textbooks did not perform better than the other students. A number of tasks were mentioned as being tedious, such as moving from page to page, searching for a particular word, or finding a certain chapter in the text. The small screens and issues with glare were also mentioned as being deficiencies. Users of the readers also felt that they retained less information than when consulting printed textbooks.

Conclusion

Library including academic library's collection development activities may differ based on what is suitable for their community needs whereby this definitely may affect the library acquisition. Thus, collection development policy plays an integral role in collection development activities. It can therefore be said that a collection development policy is a document drawn up by a specific library to provide guidelines for library staff in order for them to meet the needs of that particular user group. To the librarian, the process of identifying what the library should acquire, determining how and from whom it can be obtained is time consuming and often quite complex. In many ways the work is hidden from the public. However, without an effective acquisitions management and collection development program, the expectations of the library users can never be met. The selection of the library materials is not the responsibilities of the librarians solely. The whole university community play

their role in developing the library collection to ensure that the library fulfill the needs of the community without any bias.

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RARE AND PERSONAL COLLECTIONS AT NATIONAL LIBRARY OF MALAYSIA

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This paper aims to explore the characteristics of rare and personal collections or known as Malaysiana Collections at National Library of Malaysia (PNM). The explanations on definition, type of collections, policies or acts that related to rare materials collection, the challenges faced by National Library of Malaysia in acquiring the rare collection, acquisition of rare collection and promoting the collection to the public discussed. The review from this paper will expose to the audience about the rare and personal collections in Malaysia as a whole. Other than that, the several issues and challenges on maintaining and managing on rare materials will discuss in detailed. Hence, this paper will give the positive impact and awareness to people about the importance and knowledge on how to manage, preserve and appreciate the rare and personal collections that have significant to the future generations on country's heritage and ancient history.

Keywords: Rare collections, Malaysiana collections, National Library of Malaysia , Personal collections

INTRODUCTION

National Library of Malaysia or known as Perpustakaan Negara Malaysia (PNM) began the operation in 1966 at the Federal Building, Petaling Jaya, Selangor, nearby National Archive of Malaysia. There are three objectives of establishment National Library of Malaysia such to make available for the use of present and future generation a national collection of library resources, to facilitate nationwide access to library resources available within the country and abroad and lastly to provide leadership on matters pertaining to libraries. Some of the collections in National Library of Malaysia consist of Malaysiana Collections (Private Collection, Ephemeral Collections and Limited Collection / Classified / Banned). "Koleksi Nadir" is referred to the rare collections. Rare collections have been classified as one of the special collections in the National Library of Malaysia (Perpustakaan Negara Malaysia, 2011).

REVIEWS: RARE COLLECTIONS OF MALAYSIANA

Rare book is defined as a book that is distinguished by its early printing date, its limited issue, the special character of the edition or binding, or its historical interest. Books and other types of rare collections are rare because they are unique or irreplaceable, including limited editions, works valuable because of content and private press books, important association copies and important works autographed by their authors, illustrators or printers that are significant first editions and editions of special note from the colonizer and merchant and also books of high monetary value or high quality facsimile editions

of important books.

National Library of Malaysia (2010) has defined rare collections of Malaysiana as a collection that includes in one of these following criteria;

- i. Materials published before 1930 and/or hard to acquire in the country
- ii. Old print issues that related to Malaysia (including Straits Settlements, Malaya, Persekutuan Tanah Melayu, Kepulauan Melayu and Alam Melayu)
- iii. Old print issues that not being published and issued anymore
- iv. Old print issues by the Malay authors and researchers or Malaysia
- v. Old print issues by the authors and researchers who lived in overseas wrote in multi-language that related to Malaysia

These rare collections provide information and act as resources of knowledge about the ancient history of Malaya that comes into various types such as books, brochures, pictures, maps and others. Rare collections of Malaysiana are very valuable and require a continuous effort to collect, preserve and manage these special collections.

COLLECTIONS

The process of acquiring the rare collections of Malaysiana in National Library of Malaysia has been started during the early of 70's. Based on the interview the most elderly collection that they kept in the library is The Dictionarium Malaico-Latin and Latino-Malaicum. It was first published in 1631 by the Vatican Press in Rome. This is the dictionary type that provides the translation from Malay to Latin and Latin to Malay language. On the subject of rare collections, there are hundreds of collections had listed in the catalogue of rare and personal collections published by the National Library of Malaysia (Junaidah Rosliy, 2015). The 30 titles of rare and personal collections that are available in National Library of Malaysia are listed as below:-

- i. Batu Belah Batu Bertangkup
- ii. Pelita Bahasa Melayu Nippon dan nahunya

- iii. *Bahawa inilah kitab ilmu peladang*
- iv. *A history of the British Empire*
- v. *Ten years in Sarawak*
- vi. *The oil palm in Malaya*
- vii. *Cherita lakunan III*
- viii. *The Malay States*
- ix. *Malay Island*
- x. *On the equator*
- xi. *Dewan perempuan*
- xii. *Journey to the Far Pacific*
- xiii. *Malaya: an account of its people, flora and fauna*
- xiv. *A Geography and South East Asia*
- xv. *The government services in British Malaya*
- xvi. *The magic of Malaya*
- xvii. *Sinar Baru (buku kelima*
- xviii. *Inilah syair unggas adanya*
- xix. *Kuala Lumpur: 100 years*
- xx. *At home and abroad*
- xxi. *An introduction to Malaysian birds*
- xxii. *Grim glory*
- xxiii. *Manual of the international list of causes of death*
- xxiv. *Manusia dan ilmu ghaib*
- xxv. *Sketches of our life at Sarawak*
- xxvi. *How Malaya is governed*
- xxvii. *Malay dialogues with colloquial grammar*
- xxviii. *A practical guide to coconut planting*
- xxix. *Sketch of the Malayan Peninsula*
- xxx. *Pelbagai chetera Melayu*

Library Material Act 1986 (Act 331), Rules of National Library 1977 P.U (A) 365, Rules of National Library (Amendment) 1993 P.U (A) 294, Rules of National Library(Payment and Fine) 1993 P.U (A) 295, Dasar National for Library and Information Service, and National Library of Malaysia Policies and Procedure.

The policy that very common to the rare collections in PNM is Regulation of the Special Collections National Library of Malaysia. The other policies and procedures that relate to the rare collections such as Digitalized Library Collection Guideline, Regulation of Conservation Library Sources, Regulation of Malaysiana, Regulation of Acquisition and Documentation Monograph Materials and other Printed Materials, and etc (National Library of Malaysia, 2010).

(i) *Regulation of the Special Collections in National Library of Malaysia*

This regulation established for fulfil the functions of National Library based on Act 80 [National Library Act 1972 (Reprint – 2006) (Incorporating all amendments up to 1 January 2006), Part II, Section 3] and Nation Regulation for Library and Information Service in giving an effective contribution to the country development as well as plays the role as excellent information centre of Malaysia and international reference centre. This regulation used to manages and provide reference service of special collections for research and preservation purposes. This special collections regulation include all activities that relating to management and services of Special Collections in National Library of Malaysia such as identifying, appraisal, selection, acquisition, documentation, services, maintenance, conservation, and promotion (National Library of Malaysia, 2010).

(ii) *Digitization of Library Collection Guideline*

Purpose of this guideline is to provide an instruction related to the digitization that can be used by all libraries in the world as well as creating uniformity in terms of standards that often use at national and international level (Bahagian Pembangunan Kandungan, 2009). Thus, digitization

POLICIES OR ACTS THAT RELATE TO RARE MATERIALS COLLECTION

PNM have own acts and rules based on Laws of Malaysia towards its collections. These acts and rules of PNM are National Library Act 1972 (Incorporating all amendments up to 1 January 2006) (Act 80),

of the library resources introduces new modes of use, enables much wider potential users and gives new means of viewing our cultural heritage with a higher degree of clarity and in a much more compact structure (Byamugisha, 2009).

Section	Description
Section 4	<p><i>Selection of materials for digitization:</i></p> <p><i>Criteria of selection materials for digitizing process including books, manuscripts, rare collection, newspapers, journals, audio and video recording, photos/pictures, organization publications and other materials that support on services and development of digital content:</i></p> <ul style="list-style-type: none"> a) <i>Materials that have historical, heritage and cultural values.</i> b) <i>Materials special collection.</i> c) <i>Materials that have high demand.</i> d) <i>Materials that selected for publication or exhibition activity.</i> e) <i>Materials that had expired date copyright or get written permission for digitalized.</i> f) <i>Materials that limit due of old physical condition, high values and difficult acquire.</i> g) <i>Materials that did not know their existence or not used can digitalized by library as promotion means for increasing the users use it.</i>

Table 1: The section that relate to the Rare Collections in Digitization of Library Collections Guideline

(iii) Regulation of Conservation of Library Sources

This regulation for ensuring the conservation of library sources in optimum level due of it's reflect to national treasury of intellectual heritage, literature, and cultural.

Section	Description
Section 6	Activity:
Section 6.6	Storage:
Section 6.6.1(a) (c)	Environment:
	Storage area:
	(i) Determine the environment of humidity and temperature in consistently based on suitable for the types of materials.
	(ii) Provide air-conditioner for 24 hours especially in manuscripts room, rare collection, national collection, and audio-visual.
	(iii) Prevent from dust, food, drink, and other pollution.
	(iv) Provide good location for store materials such as keep away from sunlight, magnetic, and electric.
	(v) Provide storage place that made from wood or non-magnetic for electronic materials.
	(vi) Use right shelf for the materials
	(vii) Master microfilm collection should store at outside building National Library of Malaysia.
	Lighting:
	(i) Determine the use of lamp light that not hot and free from ultraviolet.
	(ii) Determine the low and uniform warm including not damage to the materials.
	(iii) The storage space of manuscripts, rare collection, National Collection, and audio-visual should be dark when not use it.

Table 2: The section that relate to the Rare Collections in Regulation of Conservation of Library Sources

(iv) Regulation of Malaysiana

This regulation is to fulfil the purpose of PNM based on National Library Act (Amendment) 1987, Part II, Section 3 and fulfil the objective of National Regulation for Library and Information Service in giving an excellent contribution to the country development, to make PNM as a centre of information system, and function as a Centre of Malaysiana Outstanding Information as well as run along with the needs of Submission Library Material Act 1986 (Act 331), Section 3(1).

Section	Description
Appendix E	Definition:
4	Special Collection
	Special Collection is collection of library source which include rare material, classified material (banned, confidential, etc.), personal collection, (brochure, stamp, first day correspondence, postcard, badge, etc.), Archive PNM collection and other forms collection from time to time by Chief Director.

7	<p><i>Closed access collection</i></p> <p><i>Collection that stored in special room and the user need get permission for refer it in the special room that already provided. These collections include of rare collection, individual collection, archive PNM and classified collection (limited, confidential and banned).</i></p>
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Table 3: The section that relate to the Rare Collections in Regulation of Malaysiana

(v) Regulation of Acquisition and Documentation Monograph Materials and Other Printed Materials

Section	Definition
Section 5	Definition
Section 5.4	<p><i>Information source in form of valuable book, pamphlet, picture, and etc. and difficult to acquire in the market and difficult to find. Usually when finally find the material, to acquire them are with very high price.</i></p> <p><i>The category of Malaysiana rare including of one of or all matter:</i></p> <p>(a) <i>Materials published before 1930 and/or which are difficult to acquire in the country.</i></p> <p>(b) <i>Publications relating to Malaysia (include Straits Settlements, Malaya, Federated Malay States, Kepulauan Melayu and Alam Melayu).</i></p> <p>(c) <i>Publications no longer available.</i></p> <p>(d) <i>Publications written by Malaysians or Malay researchers.</i></p> <p>(e) <i>Publications about Malaysia written in various languages by writers and researchers who staying at overseas.</i></p>

Table 4: The section that relate to the Rare Collections in Regulation of Acquisition and Documentation Monograph Materials and Other Printed Materials

ISSUES AND CHALLENGES

Rare collections are no longer available in the market and difficult to find or get this kind of rare collections in over the world. Thus, it is difficult for PNM to search and acquires the rare collections whether in the country or other countries. The majority of the challenges or problems that PNM often faced in acquiring the rare collections are the means of acquiring the rare collections, budget which involved in acquiring the rare collections as well as time and workforce in acquiring this material.

(i) The means of acquiring the rare materials.

PNM should identify the owner of the materials whether an individual, organization, institution, or etc. PNM needs to identify by doing research and survey totally. This is due to the materials often not available in market value. The authors of rare collections regarding Malay Peninsula are usually done by Western researchers. The rare collections are written based on educational of Malay Peninsula since they stayed in a long period in Malay Peninsula. Some of rare collections were published in the overseas such as London and most of these materials are kept in British Library. After Malaysia was released from British's army (after Independent Day), British people return to their homeland bring together all the materials with them. That is why some of the collections available in overseas such Britain, British, and London. The difficulties here when the PNM representatives to collect back the materials at these countries and they are refused to share even to sell it.

(ii) Cost.

The materials involved lots of budget in finding the rare materials whether in the country or overseas. Usually, PNM finds the rare materials in Indonesia: Jakarta, Medan, Aceh, and other places. This is because Indonesia has lots of rare materials. The value or price of the collection should base on certain criteria such the ages, physical, content, context, and uniqueness and so on. Libraries often document the full costs of acquiring a book; in many cases the ancillary costs equal or exceed the purchase price. Processing and preservation costs routinely are taken into consideration in determining whether to purchase or accept gifts of books (Association of Research Libraries, 2009).

(iii) Time.

It also involves time and work force since these kinds of materials are no longer available in the market. Thus, it is difficult for PNM to find or acquire it maybe from other country.

director and deputy director of PNM. They act as evaluator in evaluating the collection. It is because they want to recognize the value of information that contains in the collection. After they know the value, they will decide either to accept the collection or not. If they accept the collection, PNM party will give token to donator as appreciation for them"

(ii) Exchange

Exchange method will apply when PNM organize any programme or exhibition and do not have the collection relate to that programme. PNM will not get the original material but only a copy. The owner of these rare and personal materials will give or share the copy of these materials on specific time frame.

(iii) Purchase

PNM will purchase the collections from individuals or institutions. They search the collection around Malaysia involve each state and overseas such as United Kingdom, China, Iran, Indonesia, and New Zealand and willing to buy it from these countries.

ACQUISITION OF RARE COLLECTIONS

There have two methods of acquisition processes involve for finding rare collections at National Library of Malaysia (PNM) which are gift or donation, exchange and purchase.

(i) Gift or donation

PNM receive gift or donation of rare collections from individuals such as lecturer, researcher, student and foreigner. Most of the rare collections that available in PNM comes from foreigner. It is because they realize the value of information. Unlike people in Malaysia that unaware the value of these collections. If individual want to donate their collection to PNM, they need to follow the procedure from PNM. There is procedure that they need to follow:

"PNM will refer to special officer which involving evaluation committee. This committee is leading by

PROMOTING THE RARE COLLECTIONS TO PUBLIC

(i) In-house programme

In-House Exhibition

Exhibitions are an excellent means for promoting public access to collections. To risk stating the obvious, the public promotion of collections is an essential professional tool (Association of Research Libraries, 2009). PNM provide space in their building to do the exhibition of rare collections. People can come to PNM to see the collection in physically.

(ii) Outreach programme

Exhibition around Malaysia

PNM will bring the collections around Malaysia every two months. It means they will go to different places every two months in order to promote the rare collections. Besides that, they collaborate with other organization in introducing the collections to the public. For example, PNM collaborate with UiTM Kelantan Branch, Machang Campus for exhibition in the campus. Special collections is a powerful way for undergraduates to engage with the material culture of the past. It provides the means for them to develop their own historical imagination (Bond & Butler, 2009).

(iii) Publish materials

PNM takes initiative to publish catalog and postcard to attract the public.

a. Catalog

The design of the catalog is full with picture of rare collections and also has brief explanation on the collections. So, it facilitates people to understand the information that have in the collections. This catalog is full with colours.

b. Postcard

PNM published ten postcards with different picture as background. The entire picture is comes from picture that exist in rare collections. This postcard will act as memorable souvenir to people they cannot get it at any place.

and the library's education, publishing and exhibition programs. Most of the selected rare collection already digitized to preserve rare, fragile, and deteriorate collections, besides to conserve its contents and also improving access to their content by providing digital surrogates of the items for use (Nurhidayah & Nordiana, 2015). Users also may access to all rare collections at Unit Koleksi Nadir, Pusat Maklumat Malaysiana, Level 10, National Library of Malaysia.

DISCUSSION

As a whole, the process as mentioned above is very complicated and occurs in long time frame. PNM need to do some research in the early stage start from of the process to gather the information of the collection, appraise, preserving and maintain the materials. It is to ensure that the collection exists is the original one. A proper guide is needed and continuous training to all level of staff at all branches of libraries needs to be implemented as well. In carrying out this effort, a clear policy on collecting, appraising, maintaining and preserving should be addressed by the institutions. The policy or guidelines should be written clearly in line with the copyright laws in ensuring all citizens understand and that it should comply with the government's legislation. The policy should cover infrastructure, policy making, implementation; supervision from various aspects. In order to preserve and maintains the collections for long-term, PNM may pursued for digitizing as this can protect the documents that is fragile. Furthermore, it have been discussed, PNM promotes their rare collections by in-house exhibition, outreach programme and published postcards and catalogs. It is recommended, in order to make the collections widely accessible, online exhibits may be used as one of the methods to gain public awareness with efforts on digitizing the collections. In all contexts, an online version of the exhibit is strongly recommended as a means of ensuring that a record is kept and the institution obtains maximum benefit from all the work involved in creating the exhibit in the first place (Association of Research Libraries, 2009). The easiness to access and use world of WWW/Internet resources presents itself as authoritative, transparent and satisfactory (Joint, 2006).

USERS ACCESS

To encourage users ease and fast access to various library collections in anytime and anywhere, PNM also provides the library's rare collections available in online form to ensure improving local digital contents (national cultural heritage, Malaysian historic) for reference and research purposes support research

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1. <https://www.isbn-international.org/content/what-isbn> retrieved on 2/9/2016
2. <http://annyss.blogspot.my/2008/02/bagaimana-mendapatkan-isbn-cip-satu.html> 2/11/2016

MUDAHNYA PENYELIDIKAN DENGAN



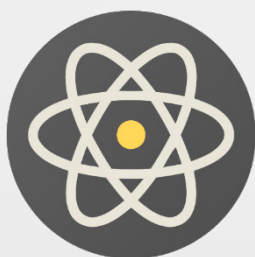
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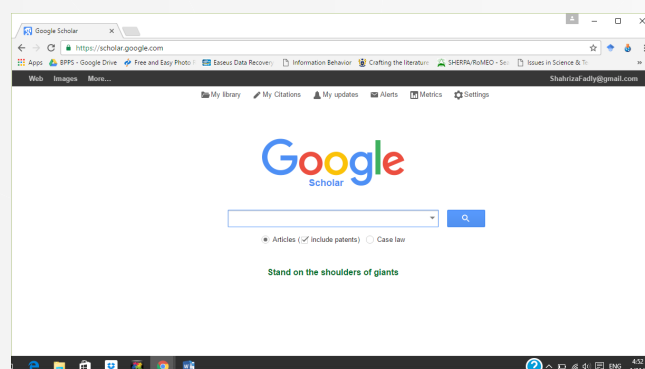
Penyelidikan adalah merupakan satu aktiviti yang melibatkan fasa pengumpulan, pemprosesan dan penganalisaan maklumat bagi meningkatkan kefahaman dalam sesuatu topik atau isu (Creswell, 2008). Antara aktiviti ketika menjalankan penyelidikan adalah pencarian literatur. Pencarian literatur mendorong seseorang penyelidik mengumpul artikel ilmiah seberapa banyak yang diperlukan untuk digunakan sebagai sumber rujukan dalam penulisan penyelidikan mereka. Artikel-artikel ilmiah ini pula dicari dan dikumpul melalui pangkalan data atau enjin pencarian dengan menggunakan pelbagai kata kunci yang relevan dengan topik penyelidikan mereka. (Webster & Watson, 2002). Terdapat pelbagai pangkalan data atas talian dan enjin pencarian yang dapat membantu penyelidik melakukan aktiviti pencarian literatur tersebut. Diantara enjin pencarian yang semakin popular adalah Google Scholar.



GOOGLE SCHOLAR

Google Scholar merupakan salah satu aplikasi yang disediakan oleh syarikat Google Incorporated khusus kepada penyelidik yang ingin membuat pencarian

literatur bahan-bahan ilmiah. Ia mengindeks pelbagai bentuk maklumat seperti artikel teks penuh, abstrak, tesis, buku, kertas persidangan, dan lain-lain bentuk sumber yang ditarik daripada pangkalan data penerbit, repositori institusi / universiti mahupun laman web pertubuhan profesional. Penggunaan aplikasi Google Scholar kini semakin mendapat sambutan dikalangan penyelidik akademik disebabkan ciri-cirinya yang ringkas dan mudah digunakan. Kandungan indeks juga merentasi pelbagai sumber rujukan serta mencakupi pelbagai disiplin dan bidang. Ianya juga menyenaraikan dapatan yang relevan mengikut kata kunci yang dikehendaki oleh seseorang pengguna.



Antara tetapan fungsi Google Scholar yang banyak membantu pengguna terutama golongan penyelidik adalah seperti berikut:

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2. Alerts – Tetapan fungsi ini membolehkan Google Scholar memaklumkan kepada penyelidik berkaitan artikel terkini yang diindeks berdasarkan topik yang dipilih atau dikehendaki oleh seseorang pengguna menerusi emel.
3. Metrics – Tetapan fungsi ini menyenaraikan jurnal-jurnal yang diindeks di dalam Google Scholar berdasarkan subjek dan susunan teratas.
4. Setting – Tetapan fungsi ini membolehkan penyelidik mengubah tetapan seperti alih bahasa, jumlah paparan hasil carian, penggunaan Google Scholar Button dan menetapkan pautan perpustakaan terhadap hasil pencarian. Ia juga membolehkan perubahan terhadap tetapan import dilakukan bagi perisian Bibliographic Manager sama ada Endnote, Refworks, RefMan atau Bibtex.

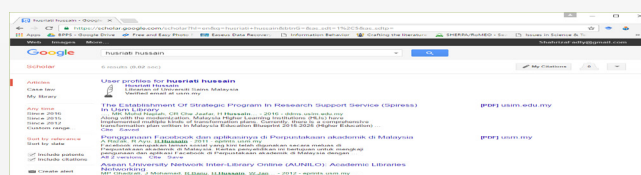
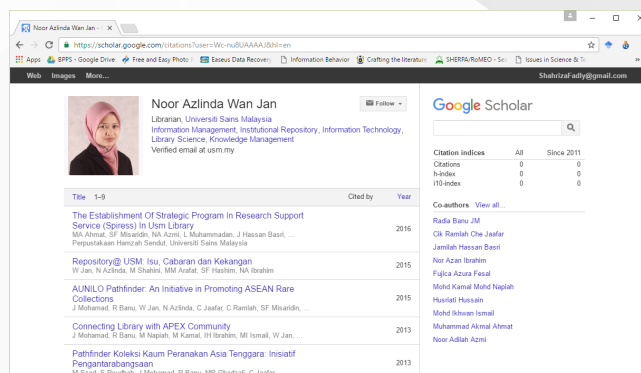
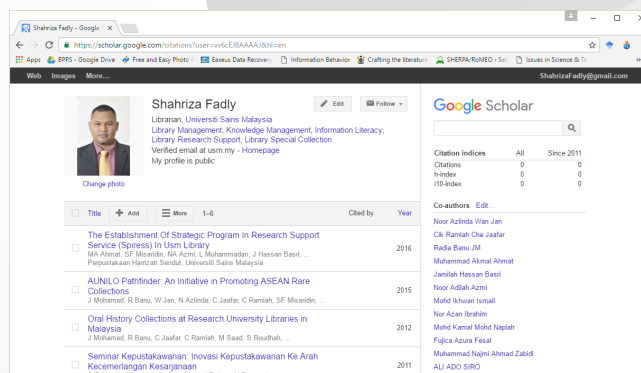
5. Cited By – Tetapan fungsi ini membolehkan penyelidik mengetahui jumlah petikan bagi satu-satu artikel dan ia juga membolehkan akses terus kepada mana-mana artikel baru yang telah memetik artikel tersebut.
6. Version – Melalui tetapan fungsi ini, penyelidik akan dapat mengakses salinan pendua bagi judul artikel yang sama, sama ada dalam versi preprint, postprint atau published di pelbagai sumber.
7. Related article – Tetapan fungsi ini membantu penyelidik merujuk pada artikel yang berbeza-beza judul dalam subjek yang sama.
8. Sorting By Relevance/Date – Tetapan fungsi ini membantu penyelidik menghadkan bahan yang relevan dan terkini.
9. Range – Tetapan fungsi ini membantu penyelidik mendapatkan bahan mengikut tahun yang dikehendaki. Contohnya bahan dari tahun 2014 ke 2016.

MANFAAT KEPADA PENYELIDIK

Selain daripada memudahkan penyelidik membuat pencarian literatur dengan pantas dan berkesan, Google Scholar juga menyediakan alternatif bagi akses teks penuh artikel, membantu penyelidik untuk mempromosikan hasil penyelidikan penyelidik serta meningkatkan impak penyelidikan di dalam bidang penyelidikan mereka.

AKSES KEPADA SUMBER ALTERNATIF

Sering kali pencarian literatur di dalam pangkalan data terbatas, penyelidik tidak dapat mengakses artikel yang dikehendaki atas sebab tidak dilanggan oleh perpustakaan. Oleh itu, Google Scholar telah memudahkan akses artikel yang sama daripada sumber alternatif yang lain sama ada di repositori institusi universiti mahupun di laman jaringan sosial akademik seperti ResearchGate dan sebagainya. Hal ini membolehkan penyelidik tidak terbeban dengan aktiviti pencarian artikel serta memperoleh teks penuh dengan lebih pantas serta menjimatkan masa pembacaan mereka.



ALAT PROMOSI KEPADA PENERBITAN PENYELIDIK

Google Scholar sebenarnya boleh membantu penyelidik mempromosikan hasil penyelidikan mereka serta meningkatkan keterlihatan (visibility) kepakaran seseorang penyelidik berkaitan dengan bidang penyelidikan mereka. Kaedah yang diperlukan adalah mewujudkan profil di Google Scholar melalui tetapan fungsi Google Scholar My Citations. Tetapan fungsi tersebut membolehkan penyelidik menyenaraikan penerbitan artikel penyelidikan dengan lebih sistematik. Google Scholar akan menghubungkan sebarang pencarian tentang sesuatu topik yang berkaitan oleh penyelidik lain dengan profil yang telah diwujudkan. Ini seterusnya memudahkan penyelidik-penyelidik lain melihat profil sesama penyelidik tadi serta melihat hasil-hasil penyelidikan yang telah diterbitkan.

PENINGKATAN IMPAK PENYELIDIKAN

Google Scholar juga membantu penyelidik meningkatkan impak dan prestasi penyelidikan yang telah dihasilkan. Impak dan prestasi tersebut dapat dilihat dari segi jumlah sitasi ke atas artikel penyelidikan mereka. Semakin banyak sitasi kepada artikel yang diterbitkan sekaligus impak dan prestasi seseorang penyelidik ditingkatkan. Hal ini akan memajukan lagi

KESIMPULAN

Rujukan:

Kementerian Pengajian Tinggi. (2016). Academic search engine. Retrieved from <https://www.facebook.com/moheofficial/photos/a.276487205783619.58496.220184671413873/1059940430771622/?type=3&theater>



SENARAI PENYELIDIKAN STAF PERPUSTAKAAN 2016

NO.	AUTHORS	TITLE	CONFERENCE	DOCUMENT TYPE	YEAR
1	Mohd Kamal Mohd Napiyah & Abrizah Abdullah	Publishing in the first quartile: A case of 50 Malaysian prolific scientists	ICOLIS 2016	Conference Paper	2016
2	Muhammad Akmal Ahmat, Shahriza Fadly Misaridin, Noor Adilah Azmi, Lizawati Muhammadan, Jamilah Hassan Basri, Musa Mohamed Ghazali, Abd Halim Ismail, Mohd Kamal Mohd Napiyah, Cik Ramlah Che Jaafar, Husriati Hussain, Noor Azlinda Wan Jan, Rosnani Ahmad, Mohd Ikhwan Ismail, Mohd Pisol Ghadzali, Ali Hj. Abd. Rahim, Mohd Nasir Hj Mohd Rashid	The Establishment Of Strategic Program In Research Support Service (SPiReSS) in USM Library	Regional Islamic Libraries Seminar (RELies)2016	Conference Paper	2016
3	Muhammad Akmal Ahmat	Mengukuhkan Nadi Kepustakawanan Di Dalam Hati Masyarakat Malaysia (Strengthening The Pulse Of Librarianship In The Heart Of Malaysian People)	Majalah TINTA: Survivability of Libraries, 25 (4). pp. 52-57. ISSN 0127-5100	Scholar Magazine	2016
4	Fujica Azura Fesal, Radia Banu Jan Mohamad, Cik Ramlah Che Jaafar dan Noor Azlinda Wan Jan	Oral history in USM Library : supporting reference and research needs	Prosiding Seminar Antarabangsa Sejarah Lisan 2016 : dari perspektif sejarah, warisan dan kebudayaan Malaysia-Thailand Pak Bara, Satun, Thailand (2-4 Disember 2016)	Conference Paper	2016

SENARAI STAF BERTUKAR KE JABATAN LAIN

BIL	NAMA	JAWATAN	TARIKH/KE JABATAN
1.	Borhan Yaman	Pemb. Operasi N11	1/11/16 Bahagian Hal Ehwal Akademik & Antarabangsa
2.	Mohd Taufik Ibrahim	Pemb. Operasi N11	1/11/16 Pusat Teknologi Pengarajan & Multimedia
3.	Muhamad Hadzri Yaakop	Pemb. Operasi N11	1/11/16 P. Pengajian Sains Komputer
4.	Noordin Ahmad	Pemb. Operasi N11	1/11/16 Pusat Islam
5.	Othman Ishak	Pemb. Operasi N11	1/11/16 P. Pengajian Sains Kemasyarakatan
6.	Othman Noor	Pemb. Operasi N11	1/11/16 P. Pengajian Sains Fizik
7.	Samsudin Ismail	Pemb. Operasi N11	1/11/16 Bahagian Pengurusan Akademik, J/ Pendaftar
8.	Shuhani Ridzwan	Pemb. Operasi N11	1/11/16 Bahagian Hal Ehwal Pembangunan Pelajar dan Alumni

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10.	Noramin Aman Noor Han	Pemb. Pustakawan S22	1/12/16 Perpustakaan Kampus Kejuruteraan
11.	Ahmad Syammuri Bakar	Pemb. Pustakawan S19	1/12/16 Perpustakaan Kampus Kejuruteraan
12.	Mahfuzah Mat Shaari	Pemb. Pustakawan S19	1/12/16 Perpustakaan Kampus Kejuruteraan
13.	Md Naim Dalis @ Saleh	Pemb. Pustakawan S19	1/12/16 PITM (IPPT)

SENARAI STAF BERTUKAR DARI BAHAGIAN KE BAHAGIAN

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15.	Noor Azlinda Wan Jan	Pustakawan S44	1/12/16 Bah. Pendigitalan & Repositori KE Bahagian Malaysiana & Arkib
16.	Muhammad Akmal Ahmat	Pustakawan S44	1/12/16 Bah. Rujukan & Penyelidikan KE Bahagian Pendigitalan & Repositori
17.	Asma Wati Ibrahim	Pen. Pustakawan S32	1/12/16 Bah. Perhubungan Pelanggan KE Bah. Sirkulasi (Unit Perkhidmatan Media)
18.	Krishnan a/l Ramasamy	Pembantu Pustakawan S22	1/12/16 Bahagian Bahan Bersiri KE Bahagian Perhubungan Pelanggan
19.	Md Kamal Keria	Pembantu Operasi N11	1/12/16 Bahagian Sirkulasi KE Bahagian Bahan Bersiri

SENARAI STAF BAHARU

(Kursus Induksi & Asas Kepustakawanan dan Latihan di Bah. Sirkulasi) 17/10/16 - 07/11/16

BIL	NAMA	JAWATAN
20.	Mohd Iqkwan Hasry bin Hamidee	Pem. Pustakawan S19
21.	Amirul Izzat Haniff bin Nor Azam	Pem. Pustakawan S19 (Kontrak)
22.	Mohammad Asri bin Yaacub	Pem. Pustakawan S19 (Kontrak)
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25.	Muhammad Jamil bin Anuar	Pem. Pustakawan S19 (Kontrak)
26.	Ahmad Afiq bin Abdul Hamid	Pem. Pustakawan S19 (Kontrak)

RENCANA/PERISTIWA (AKTIVITI PERPUSTAKAAN) TAHUN 2016

□ Pesta Makan Durian di PHS pada 4 Ogos 2016



☐ Jamuan Hari Raya PHS pada 31 Julai 2016



□ Lawatan Pendaftar ke Perpustakaan Prof Dr. Tajuddin Aziz pada 10 Mac 2016



□ **Simposium Perpustakaan bersama Pusat Pengajian : Ke Arah Pemerkasaan Penerbitan Universiti pada 25 April 2016**



□ Bengkel Audit Aset dan Audit Dalam (Harta Modal dan Inventori)



AKTIVITI SUKAN & RIADAH

□ Hari Keluarga pada 12 November 2016 di TM Tanjung Bungah



□ Pertandingan Badminton



BERITA HAL EHWAL STAF (KELAHIRAN, KEMATIAN, PERSARAAN, PERTUKARAN)**□ Kelahiran**

- 1) **En. Muhammad Firdaus Che Seman** (bayi ke 4 & 5)
- 2) **Meor Mohd Arafat Mohamad Shahini** (bayi pertama)

□ Persaraan

- **Hari terakhir di perpustakaan Encik Omar Charkim pada 1/9/2016**



- Hari terakhir di perpustakaan Cik Woo Kok Phen pada 31/3/2016



- Hari terakhir di perpustakaan Puan Habsah Abdul Rahman pada 10 Ogos 2016



- Hari terakhir di perpustakaan Encik Mokhtar Mohd Yusoff Ali pada 1 September 2016





Buletin Perpustakaan | Bilangan 8/2016

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